

**DEPARTMENT OF SOCIAL SERVICES
ANTICIPATED JOB OPPORTUNITY - EXTENDED**

**ACCOUNTING CAREERS TRAINEE
OFFICE OF QUALITY ASSURANCE**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Posting Date: September 2, 2014

Closing Date: September 12, 2014

The Department of Social Services is currently accepting applications for one (1) Accounting Careers Trainee position with a target classification to the position of Accounts Examiner, within the Office of Quality Assurance, Audit Division, located in our Hartford Central Office. The trainees will be responsible for performing federally mandated audits of medical and health care providers that are paid through the various medical assistance programs funded by the Department.

Open To: The Public and State Employees

Position: Accounting Careers Trainee

Bargaining Unit: Administrative and Residual (P-5)

Location: 55 Farmington Avenue, Hartford, CT

Job Posting No: 32713

Hours: Monday through Friday, 40 hours per week

Salary Range: \$44,654.00 - \$57,637.00 Annually

NOTE: Preference will be given to candidates with computer system experience and Microsoft Access.

PURPOSE OF CLASS: In a state agency this class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position.

SUPERVISION RECEIVED: Works under the immediate and close supervision of accountants or similar professional employees to whom on-the-job training or supervision has been delegated.

EXAMPLE OF DUTIES: Receives training in introductory accounting or auditing work for development of skills and knowledge in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

EXPERIENCE AND TRAINING: Possession of a Bachelor's Degree in accounting or in a closely related business field with at least fifteen (15) semester hours in accounting.

PROMOTION: Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six (6) months of service in the promoting agency.

TERM OF APPOINTMENT: Appointment to positions in this class shall be for a period not to exceed twenty-four (24) months unless there is a change in the employing agency or designated target class.

SCHEDULE OF STARTING SALARIES
FOR
ACCOUNTING CAREERS TRAINEE

Minimum Requirements	Hiring Rate	Completion of One (1) Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

Note: This position may be filled by candidates from mandatory Re-employment and SEBAC lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12) **and their college transcript(s).** The CT-HR-12 Application Form may be downloaded from the State of Connecticut’s Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references letters **in duplicate** to:

Kelly Geary, Principal Human Resources Specialist
Department of Social Services
5th Floor, Human Resources Division
55 Farmington Avenue
Hartford, CT 06105

Due to the large number of applications received, we are unable to field phone inquiries to confirm receipt of applications.

APPLICATIONS MUST BE POSTMARKED BY MONDAY, SEPTEMBER 8, 2014

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.